COPS Worksheet

# Department Annual Report

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Reporting Period: January 1, 1997-December 31, 1997
Last Day of Reporting Period: December 31, 1997
Due Date (postmarked by): February 15, 1998

U.S. Department of Justice
Office of Community Oriented Policing Services
Joseph E. Brann, Director

Department Annual Report

The following report will assist the COPS Office in assessing the administration of COPS grants and the implementation of community policing. Vistronix, Inc. is assisting the COPS Office in the processing of the Progress Reports. If you have any questions regarding this report, please contact the U.S. Department of Justice Response Center at 1-800-421-6770.

U.S. Department of Justice, Progress Reports
c/o Vistronix, Inc.
8391 Old Courthouse Road, Suite 205
Vienna, VA 22182
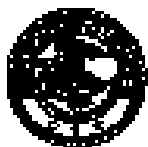
U.S. Department of Justice
Office of Community Oriented Policing Services
Internet web site: **http://www.usdoj.gov/cops/**

Funded Sworn Positions

Questions 1-5 pertain to the number of sworn positions funded for which your budget actually provides local or other (non-COPS) grant funding. Do not include COPS-funded officers in your answers to these questions. Please include vacant and filled positions, not the number of officers actually employed at the time indicated. Exclude officers whose sole duties were jail, detention, bailiff or serving legal process.

If there were no employees in a given category, enter a 0 (zero). Leave no lines blank.

1. How many **full-time** sworn law enforcement officer positions are a) actually employed in your department, b) funded in your local budget and c) authorized, as of the end of **this** reporting period?

    a)_____ Actual Sworn Force (number of full-time sworn law enforcement officer positions employed in your department, *excluding any COPS-funded officers*)

    b)_____ Budgeted Sworn Force (number of full-time sworn law enforcement officer positions funded in your local budget, *excluding any COPS-funded officers*)

    c)_____ Authorized Sworn Force (maximum number of full-time sworn law enforcement officer positions allowable, *excluding any COPS-funded officers*)

2. How many **part-time** sworn law enforcement officer positions are a) actually employed in your department, b) funded in your local budget and c) authorized, as of the end of **this** reporting period?

    a)_____ Actual Sworn Force (number of part-time sworn law enforcement officer positions employed, *excluding any COPS-funded officers*)

    b)_____ Budgeted Sworn Force (number of part-time sworn law enforcement officer positions funded in your local budget, *excluding any COPS-funded officers*)

    c)_____ Authorized Sworn Force (maximum number of part-time sworn law enforcement officer positions allowable, *excluding any COPS-funded officers*)

3. How many **hours** of **part-time** sworn service are funded in the department's budget as of the end of this reporting period?

    _____

4. How many **full-time** sworn officers serve in supervisory or managerial ranks in the department? *Include only those officers whose primary responsibility is to supervise or manage other employees.*

    _____

5. How many **full-time** sworn officers are responsible for routinely responding to calls for service?

    _____

Community Policing Activities

*Please indicate which of the following organizational activities your agency conducted or participated in **during the reporting period.** For each item below, please check the appropriate box.*

	Conducted or Participated	Did Not Conduct or Participate
6. Problem-oriented policing targeted at specific, recurring problems (systematic analysis of problem, implementation of strategy and systematic assessment of results)	❏	❏
7. Directed patrol (time set aside for focusing on a specific problem, area or offense)	❏	❏
8. Alternative responses for calls (e.g., telephone reports, mail-in reports, scheduled appointments)	❏	❏
9. Citizen surveys to determine community needs and priorities	❏	❏
10. Victim assistance program	❏	❏
11. Permanent or mobile neighborhood-based offices	❏	❏
12. Drug-free zones around schools, parks or religious institutions	❏	❏
13. Police/youth programs	❏	❏
14. Drug education programs in schools	❏	❏
15. Drug tip hotline or Crime Stoppers program	❏	❏
16. Fixed assignment of officers to beats	❏	❏
17. Foot/bike patrol as a full-time assignment	❏	❏
18. Foot/bike patrol as a periodic expectation for officers assigned to cars	❏	❏

Community Policing Training

	Conducted or Participated	Did Not Conduct or Participate
19. Training for citizens in problem solving	❐	❐
20. Landlord/manager training programs for order maintenance and drug reduction	❐	❐
21. Regulatory code enforcement to combat crime and disorder	❐	❐
22. Geographically-based crime analysis made available to beat officers	❐	❐
23. Use of alternative dispute resolution in community conflicts	❐	❐
24. Neighborhood Watch or other community crime prevention program	❐	❐
25. Citizen police academy	❐	❐
26. Neighborhood citizen advisory councils	❐	❐
27. Jurisdiction-wide citizen advisory council	❐	❐
28. Other (describe):	❐	❐
29. Other (describe):	❐	❐

Retention

The retention requirement is a condition of your COPS hiring grant. It means that you are required to plan in good faith to retain the additional COPS officer positions with local funding at the conclusion of the COPS grant program. The following questions will assist the COPS Office in monitoring your progress toward the creation and implementation of such a plan. **(Please see the enclosed COPS fact sheet for additional guidance on the good faith retention plan requirement.)**

	YES	NO
30. Good faith planning to retain the additional officer positions is currently under way.	❏	❏

If yes, please indicate what specific steps you have taken. Please check all that apply.

	YES	NO
• Requested the full funding for the COPS positions from your local governing body during budget negotiations for the fiscal year the grant period ends;	❏	❏
• Applied for other non-Federal funding sources (such as state grants) to support the additional officer positions at the termination of the COPS grant;	❏	❏
• Sought additional law enforcement funds from private sources, including corporate, nonprofit, and foundation donations or grants;	❏	❏

• Other — please explain:

_____

_____

_____

_____

_____

_____

_____

_____

Narrative Description of Community Policing Activities

Please use a typewriter or word processor to respond to the questions in this section. Be sure to keep your responses within the designated boxes for each item.

The following questions refer only to activities occurring during this reporting period. Do not describe activities that occurred in a previous reporting period unless they continued into this one. If the activity did not occur during the reporting period, check the "did not occur" box.

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31. Briefly describe the work your department has done with community groups and if the officers hired under this grant were involved, explain how.

❐ Activities did not occur during this reporting period

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32. Briefly describe how your department conducted problem-solving activities and if the officers hired under this grant were involved, explain how.

❐ Activities did not occur during this reporting period

33. Briefly describe your department's crime prevention efforts and if the officers hired under this grant were involved, explain how.

❐ Activities did not occur during this reporting period

34. Please describe your most important successes or achievements in community policing and indicate what role, if any, was played by officers supported under this grant.

❐ Activities did not occur during this reporting period

35. If you have developed evaluation criteria for your community policing program, please summarize the criteria and the progress you have made.

❏ Activities did not occur during this reporting period

36. Please describe significant setbacks or obstacles you have encountered in implementing community policing. Also describe measures you have taken or plan to take to overcome these problems.

❏ Activities did not occur during this reporting period

37. If possible, attach additional information relevant to your community policing activities, such as newspaper articles or press releases.

Identifying Information

Name of person completing this form:_____

Title: _____

Signature: _____

Name of department or agency: _____

State: _____   Phone number: _____

Date form completed: _____

Please return completed form to:

> **U.S. Department of Justice, Progress Reports**
> **c/o Vistronix, Inc.**
> **8391 Old Courthouse Road, Suite 205**
> **Vienna, VA 22182**

Please make a copy for your records.

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